



## Department of Public Safety and Correctional Services

### Office of the Secretary

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MARYLAND COMMISSION ON  
CORRECTIONAL STANDARDS

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COMMISSION

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MARYLAND PAROLE  
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CRIMINAL INJURIES  
COMPENSATION BOARD

EMERGENCY NUMBER  
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

December 24, 2008

## PRE-BID CONFERENCE SUMMARY

**Solicitation: DPSCS Q0008020**

**INMATE FOOD SERVICES**

**Date held: Wednesday, December 10, 2008**

State representatives:

### *Maryland Department of Public Safety and Correctional Services*

Benjamin Brown, Deputy Commissioner, DPDS

Renard Brooks, Assistant Commissioner, DPDS

Blondcette Britt, Regional Program Manager, DPDS

Trittye Fugett, Executive Assistant, DPSCS

Dennis Smith, MBE Director

BJ Said-Pompey, Director of Procurement Services

Bobby L. Johnson, Assistant Director of Procurement Services

### *Attendees:*

Steve Sleigh, Canteen Correctional Services

Kristin Busche, Aramark Correctional Services

Terry Pinnix, Aramark Correctional Services

Luke Sever, Canteen Correctional Services

Ken Johnson, Canteen Correctional Services

John Duffy, Canteen Correctional Services

Jim Carroll, Canteen Correctional Services

Paul Ozner, Nutrition, Inc.

James Oakley, Nutrition, Inc.

Joscelyn Reed, Nutrition, Inc.

Fred Thompson, Thompson Hospitality

Benita Thompson Byas, Thompson Hospitality

Stephanie Wilder, W&W Cleaning

Natasha Strother, Strother Enterprises

Jon Walker, Aramark Correctional Services

Shaun Quinn, Aramark Correctional Services

Walt Flaherty, Aramark Correctional Services

Jason Morgan, Aramark Correctional Services

Robert Strother, Strother Enterprises

Calvin Johnson, Capital Business  
Leroy Brown, Family Inn

Ms. BJ Said-Pompey, Procurement Officer convened the meeting at 10:10 AM. She welcomed everyone to the pre-proposal conference and all State employees and vendors introduced themselves and identified what company they worked for.

Mr. Bobby Johnson, Procurement Officer began going over Sections 1.1 through Sections 1.7. Sections 1.20, 1.21, 1.22 thru 1.26, 1.30, 1.34 and 1.35. Benjamin Brown reviewed Section 2 (Scope of Work). Ms. Said-Pompey went over Section 3 of the RFP. She also reviewed the Bid/Proposal Affidavit and the Contract Affidavit.

Meeting adjourned at 11:35 AM

### **Procurement Objectives**

- All attendees were notified to submit questions that were unable to be answered at the conference. Questions and responses will be sent to all parties known to have received a copy of the RFP. The questions and responses will be available on eMarylandMarketplace and the DPSCS website.
- The official Procurement Officer is BJ Said-Pompey. Only answers received from the Procurement Officer in writing are considered the official position of the Agency.
- Vendors are submitting proposals only on the written specifications contained in the solicitation and any written addenda issued by the Procurement Officer.

### **Contract Key Dates**

- 12/24/08 – written questions will be received prior to 2:00 p.m. to be considered.
- 01/12/09 –Proposals must be received prior to on or before 11:00AM., local time at:

BJ Said-Pompey, Procurement Director  
300 East Joppa Road, Suite 1000  
Towson, MD 21286

### **Questions and Responses**

Question #1: Please confirm that no food or bag lunches are to be provided at O'Brien House as part of this bid

Response: *No inmate or detainee meals are to be provided at O'Brien House This building now houses the office of the DOC Regional Assistant Commissioner and related administrative functions. Some catering needs are anticipated for this building.*

- Question #2: Please indicate when we may review the current contract document which is in effect for this bid. We are available to visit your office when you designate a time and place.
- Response: *Contact the DPSCS Procurement Office to make an appointment to review the contract.*
- Question #3: Can we please have a copy of the current inmate and ODR menus?
- Response: *The ODR menu can be obtained by contacting the DPSCS Procurement Office. The current Master Menus are not available for distribution to potential vendors. The ability to develop menus that meet the requirements stated in the RFP will be reviewed during the evaluation process. DPSCS expectations for these menus include sufficient variety, meet the Recommended Daily Allowances (RDA) for nutritional content and limit food service complaints of this generally local Baltimore population.*
- Question #4: Please provide the inmate menu referenced as Attachment J and ODR menu referenced as Attachment B.
- Response: *See response to Question #3.*
- Questions #5: Are 3000 calories required for all facilities, including work release, juveniles and women?
- Response: *The requirement is the same for all facilities, except that a snack is provided for the juveniles and pregnant women.*
- Question #6: Is the vendor allowed to propose a menu that meets the required calorie level?
- Response: *As noted in the answer to Question #3, vendors are expected to submit their own menu that meets the required calorie level.*
- Question #7: Is the menu proposed by the vendor required to include a detailed nutritional analysis with the proposal?
- Response: *The proposed menu must clearly meet the required calorie level. A detailed nutritional analysis is not required for the bid proposal, but recommended to demonstrate that the proposed menu meets the RDA.*
- Question #8: Please provide the expected meal counts at each facility for regular, therapeutic, lacto-ova vegetarian, court lunches and ODR meals.
- Response: *A chart containing estimates for each facility will be provided not later than the end of the business day on 29 December. These estimates are to be used by all vendors submitting proposals, with the understanding that they are estimates. Billing under the proposed contract is based on the number of meals ordered each day and the vendor must deliver meals for the entire population of the Baltimore Region as it exists at any time during the contract period.*
- Question #9: Is lacto-ova vegetarian the only meal plan required to meet the religious needs of all individuals?
- Response: *With the exclusion of certain food items from the menus, the lacto-ova vegetarian meal is expected to meet religious needs. Specifically, DPSCS does not provide kosher meals to individuals in its custody.*

- Question #10: For court lunches, are 2 sandwiches with 3 oz total meat, fresh fruit, 2 cookies and a bulk beverage required?
- Response: *Vendors may propose other food items, subject to the following – a) no refrigeration required; b) no additional trash or waste for disposal; c) no special disposal requirements; d) similar convenience for delivery, storage, etc.; and e) meets all other RFP requirements.*
- Question #11: Is it acceptable to ensure food items are purchased only from USDA inspected plants approved for strict compliance to meet food safety standards?
- Response: *This question was answered at the Pre-Bid Conference.*
- Question #12: Reference pg. 32, 2.8.2: we would like to request copies of the DPSPC Medical Diet Manual and Maryland Correction Enterprises meat price list.
- Response: *As stated at the Pre-Bid Conference, these items are available through the DPSCS Procurement Office.*
- Question #13: Requests to view the current operating contract according to the directives given in the bid document.
- Response: *Please refer to the answer to Question #2.*
- Question #14: What is the anticipated award date of the contract?
- Response: *Based on the proposal submission date of 12 January 2009, DPSCS anticipates presenting a qualified contract for Board of Public Works approval in March, with the contract to be awarded not later than 31 March 2009.*
- Question #15: The current contractor's work force is part of a Collective Bargaining Agreement (union contract). Will a copy of the current Collective Bargaining Agreement be provided to all bidders with a listing of current job positions and salaries?
- Response: *A copy of the Bargaining Agreement was forwarded to all registered vendors. Copies are available through the DPSCS Procurement Office.*
- Question #16: Living Wage – Please clarify, does the Living wage requirement apply to this contract?
- Response: *This question was answered at the Pre-Bid Conference.*
- Question #17: Page 23 – orientation costs – please confirm that the vendor must pay for all costs associated with the required five days of security/institutional training. Where is this training held?
- Response: *The vendor is responsible for all costs. Training is provided in facilities of DPSCS in the Baltimore Region. Additionally, the vendor is responsible for the cost of employee medical screening (physicals) by a qualified health care professionals prior to employment and annually thereafter.*

Question #18: Page 34 – 2.10.5.C – please provide the proper attachment with the applicable information for Non-performance charges.

Response: *At this time, DPSCS does not believe that Non-performance charges will be a part of this contract. However, this will be reviewed again and an additional response will be provided.*

MENUS:

- a. Will all proposed menus be required to be served for the full first year of the agreement? *It is anticipated that proposed menus will be served in the first year of operations; menus should not include items whose availability cannot be predicted. However, menu changes are permitted as outlined in the RFP.*
- b. How often may the menus be changed? *The frequency is not firmly established. Complete reworking of menus is generally based on a change in product availability, operational requirements, or certain issues raised by the population. Frequent emergency menu changes indicate a lack of sufficient procurement and preparation planning and this is considered a performance issue by DPSCS.*
- c. How often must the Emergency menu items be rotated? *Rotation must be consistent with expiration dates on food packaging and should be planned to incorporate those items in the regular food production well-before the expiration dates.*
- d. Is the requirement for serving the menus to use individual Portion Control (PC) items for condiments? *Yes.*
- e. Please provide, if applicable, a specific calorie requirement level for the inmate menus. *See Page 42, 2.12.1C.*
- f. Are there minimum required percentages of calories from carbohydrates, protein and fat? *The percentages of calories from carbohydrates, protein and fat should follow the recommended guidelines of the American Dietetic Association.*

Question #19: Page 41 – 2.11.11 – please confirm that metal cutting edges on plastic wrap are prohibited.

Response: *This is an absolute requirement in correctional settings.*

Question #20: Page 41 – 2.11.11 – please confirm that knives are prohibited from food service operations.

Response: *Knives are not prohibited, but requirements for use are to be kept to a minimum and fully accountability and control is required.*

Question #21: Page 64 – 2.24.9 A. is the January 31 date correct for the formula?

Response: *The correct date is 30 April, or the day before the start of a contract period*

Question #22: Page 64 – 2.24.9 B. – should the year referenced on line 1 be 2010?

Response: *The correct date is 2010.*

Question #23: Is it accurate that all office supplies, printers, faxes, computers and phones are the property of the current contractor?

Response: *Yes.*

Question #24: Must all contractors' PC workstations, servers and network equipment connected to State controlled networks, be fully compliant with all imaging requirements of each respective Institution?

Response: *All vendor equipment must be compliant with DPSCS requirements, which is the same for each institution.*

Question #25: The current contractor is providing the phone, computer, Network system and connections that they are using. Will the awarded contractor be required to do the same?

Response: *Yes*

Question #26: Is the Department providing telephone service for the business and administrative offices of the current contractor?

Response: *Limited service is being provided.*

Question #27: Is the Department providing internet access for any of the current contractor's PC workstations?

Response: *No.*

Question #28: In regards to food service delivery vehicles, please clarify what the State intends to provide for this agreement?

Response: *DPSCS intends to provide the vehicles that are currently considered State property (although registered to the vendor). As those vehicles need to be replaced, DPSCS expects the vendor to determine what is needed and to procure them at their cost. These replacement vehicles will remain the property of the vendor at the conclusion of the contract term (and any extensions).*

Question #29: Does DPSCS want [vendors] to bid the current menus being used by the current provider? If so, can the state please provide copies of the current menus for review and analysis?

Response: *Refer to the answer to Question #3.*

Question #30: When does DPSCS anticipate providing responses to written questions submitted including the menu question above?

Response: *24 December 2008.*

Question #31: If answers to questions are not received by Friday December 26, 2008 will DPSCS consider another extension to the due date so that potential respondents have enough time to prepare a satisfactory response in the best interest of DPSCS?

Response: *DPSCS intends to hold to the current submission deadline because of the time the evaluation and approval process is expected to take.*